Electronic Reporting is as Easy as 1-2-3

To find out more information about Electronic Reporting, visit: www.census.gov/econhelp

Step 1 Install the software on your computer

Download and install the software

- Go to www.census.gov/econhelp.
- Select Report of Organization or Annual Survey of Manufactures.
- Click on Electronic Reporting.
- Follow the instructions to download and save the software.
- To install the software from Windows, click Start.
- Select the Run option.
- Type or browse to the folder of the downloaded software (e.g., C:\Temp\GIDS_Surveyor_Setup.exe).
- Click OK.
- Follow the on-screen instructions.

Open the software

- From Windows click Start.
- Click Programs | U.S. Census Bureau | Surveyor.

Step 2A Fill out the report forms individually

For an alternative method of reporting form NC-99002 and MA-10000 data, go to **Step 2B** to create and import spreadsheets of your data.

Review our list of your locations

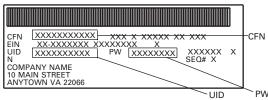
- Review the Form Inbox to verify that all of your locations are listed.
- If any locations are missing, click the Add Location(s) button or press Ctrl + N.
 - Click (Form) ID of NC-99003, specify the Number of locations to be added, and click Add to add those locations to the Form Inbox.

Download the report forms

- When prompted to download survey data or check for updates, click Yes, and then click Next.
- Select Report of Organization and/or Annual Survey of Manufactures from the pull-down menu.
- Locate UID (User ID) and PW (Password) on the cover letter or in the label of your paper form and enter them when prompted.



Password is case sensitive (use all CAPS).



- Click Next and Finish.
- When prompted to download forms, click Yes. Then click Next, click Next, and click Finish.

Fill out the report forms

• Double-click on the Form ID in the first row to open that form, and complete all applicable items.

NOTE If you added locations, be sure to provide as much data as possible for those locations.

- After entering data for a location, click the Save button or press Ctrl + S to save your changes.
- Click Next Page to report for another location, or click Close to return to the Form Inbox.
- After completing all of your forms, go to Step 3.

Step 2B Create and import a spreadsheet of your data

Review our list of your locations

 Review the Form Inbox. If any locations are missing you can add them while completing your spreadsheet.

Create a spreadsheet

- Click the Export button, and click Next after reading the information.
- Select an import/export map from the pull-down menu to convert your form(s) to a spreadsheet.
 - CFN Map 1 Report of Organization.
 - Form MA-10000 requires two spreadsheets.
 - CFN Map 2 Annual Survey of Manufactures General Questions - all items except Item 22.
 - CFN Map 3 Annual Survey of Manufactures Product Classes.
- Enter a file name (without spaces) for your spreadsheet, which will be saved in a CSV format.
- Click the Folder button to specify where to save your file, click Save, and then click Next.
- Select Export All Forms of Type, select the form that corresponds to your map from the pull-down menu, click Next, and click Finish.
- Click Close.

Fill out the spreadsheet



Do not delete, move, or insert columns in your spreadsheet.

- Open the CSV file that you created in the Create a spreadsheet step. (Hint: file type = "text.")
- Provide and update data for all locations listed in your spreadsheet.
- Add a new row in the Report of Organization (Form NC-99002) spreadsheet for any missing locations.
 - For each add, insert a unique number (e.g., 1, 2, 3, 4, etc.) in the first column (column A), which is labeled RECORD_CFN.
 - When you add locations, please be sure to provide name, address, store number, and data (columns B through L and column W); major activity (columns X and Y); previous owner (columns Z through AE); and any remarks (column AF).
- Save your spreadsheet(s) in an XLS or CSV format, and close your spreadsheet(s).

Import data into the software

- Click the **Import** button.
- Select your import/export map. Use the pull-down menu to find the same map that you used to create your spreadsheet.
- Specify the spreadsheet file to Import. You can click the Folder button to browse to locate your spreadsheet.
- If prompted with a list of Establishments You Are Adding, select form NC-99003.
- Click Next, click Next, and click Finish to import the data from your spreadsheet into the Surveyor software.
- Go to Step 3.

Step 3 Submit report forms

Before submitting your data with the Surveyor software, be sure to review any errors and warnings noted in the **Errors** and **Warnings** columns in the Form Inbox by scrolling to the far right on the Form Inbox. Double-click on the row in the Form Inbox to open that form to view and correct the errors and warnings on that form, if applicable.

To submit responses via Internet

- Click the **Submit** button.
- Select Send Response Via Internet, and click Next.
 - Select Submit All Sectors if you completed and want to submit all of your forms.
 - Select Submit Individual Forms to submit individual MA-10000 forms.
 - Click Next.
 - Select the locations to submit.
- Click Next, and the software will review your responses for errors: You cannot submit responses with errors.
 - If you receive a Verification Failed message, then you will need to correct the errors on the listed form(s).
 - Click Cancel, and click Yes.
 - Scroll to the far right on the Form Inbox to find the Errors column (errors are highlighted in red).
 - For each location with an error, double-click on the row with the error, fix the error on that form, save your change, close the form, and redo the To submit responses via Internet process.
- Click Display Certification Form, complete the Certification information, click Submit, and click Next.
- Enter User ID (UID) and Password (PW), and click Next.
- Print your Response Received information, if you want to.
- Click Finish.

To submit responses via diskette

- Click the Submit button.
- Select Send Response Via Diskette, and click Next.
 - Select Submit All Sectors if you completed and want to submit all of your forms.
 - Select Submit Individual Forms to submit individual MA-10000 forms.
 - Click Next.
 - Select the locations to submit.
- Click Next, and the software will review your responses for errors: You cannot submit responses with errors.
 - If you receive a **Verification Failed** message, then you will need to correct the errors on the listed form(s).
 - Click Cancel, and click Yes.
 - Scroll to the far right on Form Inbox to find the Errors column (errors are highlighted in red).
 - For each location with an error, double-click on the row with the error, fix the error on that form, save your change, close the form, and redo the To submit responses via diskette process.
- Click Display Certification Form, complete the Certification information, click Submit, and click Next.
- Insert a blank diskette, use **Diskette Drive** to specify a location to save your responses (you can browse by clicking on the folder button), click **OK**, and click **Next**.
- Click Finish.
- Mail diskette to: U.S. Census Bureau

ATTN: DSB Building 61A 1201 East 10th Street Jeffersonville, IN 47132-0001

Submission Complete!!

For more information about Electronic Reporting, visit: www.census.gov/econhelp or call the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m., Eastern time, excluding holidays.